DISSEMINATION LOG REQUEST FORM

FROM:	AGENCY/		ORI/	
	CONTACT PERSON/		TELEPHONE/	
	E-MAIL/		FAX/	
TO:	BCI FIELD SERVICE STAFF FAX NUMBER 801-965-4749			
RE:	BCI DISSEMINATION LOG REQUEST	**DATE:**		

REASON FOR SEARCH:		DATE NEEDED BY:
TIME FRAME:	Search from _____ TO _____ (Dates)	

SEARCH BY:		TYPE OF SEARCH:		
(Check the box and provide the information that needs to be searched)		**UCCH**	**NCIC III**	**OTHER**
NAME:				
ORI NUMBER:				
AGENCY CODE:				
SID NUMBER:				
USER ID (LOGON):				
OTHER DISCRIPTIVE INFORMATION:				
OTHER:				

NOTE: Dissemination logs can be ran on all UCJIS transactions. List the transaction type in the "Other" column. Also, please note that the **agency TAC has the capability to view all operator transactions using the "LOG" transaction on the browser-enabled access**. TACs are required to use the "LOG" transaction to complete any self-audits for their agency or any type of routine check. Dissemination log requests should only be for cases of misuse and/or investigations.

The chief administrator of the agency must sign all dissemination log requests. Mail or fax this request to BCI at the following: Utah Bureau of Criminal Identification, 3888 West 5400 South, Taylorsville, UT 84118, Fax 801-965-4749.

All responses to a dissemination log request will be returned to the contact person via e-mail.

**This form must be completely filled out and signed by the administrator before BCI will accept it.

Any misuse of the files must be reported to BCI. Utah Code Annotated 53-10-108 (11)(b).

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SIGNATURE OF CHIEF ADMINISTRATOR